

First-Class Mail

Presorted Letters and Cards—Machinable

Related QSGs: 010, 015, 102, 810, 811, 900

131

Quick Service
Guide

Eligibility Overview (E130)	Mailings of 500 or more addressed pieces, sorted and marked as described below. All pieces must be machinable as described below. Pieces mailed at card rates and pieces mailed at letter rates must meet separate 500-piece minimums. For nonmachinable pieces, see Quick Service Guide 130.											
Rates and Fees (R100)	<p>Presorted:</p> <table><tr><td>First ounce or fraction:</td><td></td></tr><tr><td>(For pieces weighing not more than 2 ounces)</td><td>\$0.352</td></tr><tr><td>(For pieces weighing more than 2 ounces)</td><td>0.311</td></tr><tr><td>Each additional ounce or fraction</td><td>0.225</td></tr><tr><td>Card Rate</td><td>0.212</td></tr></table> <p>Annual \$150.00 presort mailing fee (E110.4).</p>		First ounce or fraction:		(For pieces weighing not more than 2 ounces)	\$0.352	(For pieces weighing more than 2 ounces)	0.311	Each additional ounce or fraction	0.225	Card Rate	0.212
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Card Rate	0.212											
Addressing (A010, A800)	<p>Each piece must include a complete delivery address with correct ZIP Code or ZIP+4 code. Addresses on all pieces must be updated within 180 days before mailing through a USPS-approved address update tool (e.g., ACS, NCOA, <i>FASTforward</i>, or the appropriate ancillary service endorsement under F010).</p> <p>A certified process must be used at least once a year to ensure accuracy of 5-digit ZIP Codes.</p>											
Characteristics and Content (C100)	<p>Maximum weight: 3.3 ounces, for pieces over 3.3 ounces, see Quick Service Guide 130.</p> <p>Letters that meet any one of the nonmachinable characteristics in C050.2.2 are nonmachinable.</p> <p>Shape: rectangular.</p> <p>Dimensions:</p> <ul style="list-style-type: none">■ Minimum: 3-1/2 inches high, 5 inches long, and either 0.007 inch thick <i>if not more than 4-1/4 inches high and 6 inches long</i>; or 0.009 inch thick <i>if more than 4-1/4 inches high or 6 inches long, or both</i>.■ Maximum for cards at card rates: 4-1/4 inches high, 6 inches long, and 0.016 inch thick.■ Maximum for letters and other cards: 6-1/8 inches high, 11-1/2 inches long, and 1/4 inch thick. <p>Length is the dimension parallel to the address as read.</p>											
Deposit (D100)	Mailing entered at an acceptance point designated by USPS.											
Mail Preparation and Sortation (M130)	<p>Marking on each piece in the postage area: "PRESORTED (or PRSRT) FIRST-CLASS."</p> <p>Documentation:</p> <ul style="list-style-type: none">■ Postage statement: Form 3600-P (postage affixed) or Form 3600-R or 3600-EZ (permit imprint).■ Supporting documentation: required unless correct rate affixed to each piece or unless each piece is of identical weight and separated by rate when presented for acceptance; documentation generated by PAVE-certified software (or printed in standardized format). <p>1-foot or 2-foot trays used (M033) where appropriate (e.g., when there is enough mail to fill a 2-foot tray, a 2-foot tray must be used).</p> <p>See reverse for tray label Line 2 information.</p> <p>Use 2-inch tray labels (M031) or barcoded tray label (recommended) (M032).</p> <p>Trays sleeved and strapped (M033.1.5). See M033.1.6 for exceptions to strapping for mixed AADC trays and mailings that originate and destinate in delivery area of same SCF.</p>											
Postage and Payment Methods (P100)	<p>Precanceled stamp (P023), meter (P030), or permit imprint (P040); applicable conditions and restrictions.</p> <p>Additional standards apply to mailings of nonidentical-weight pieces.</p>											
Special Services (S900)	See Quick Service Guide 900.											

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Traying Sequence (M130.2)

5-Digit

Trays: Optional, full trays only for pieces to same 5-digit ZIP Code; less-than-full trays not permitted.

Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail.

Rate: Presorted

3-Digit

Trays: Required, full trays only for pieces to same 3-digit ZIP Code prefix; less-than-full trays not permitted. (Exception: One less-than-full tray must be prepared for any remaining pieces for each origin 3-digit(s) ZIP Code prefix.)

Labels: For Line 1, use L002, Column A, for destination facility.

Rate: Presorted

AADC

Trays: Required, full trays only for pieces to same AADC (see L801); pieces grouped by 3-digit ZIP Code prefix; less-than-full trays not permitted.

Labels: For Line 1, use L801 Column B for destination facility.

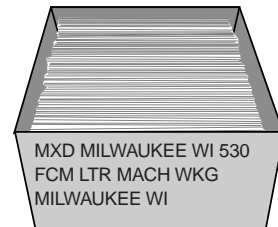
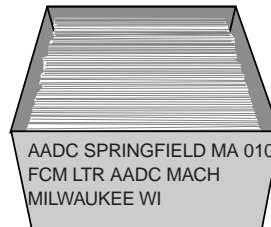
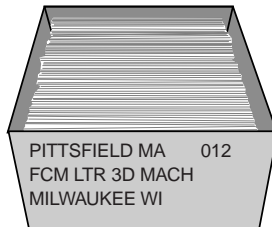
Rate: Presorted

Mixed AADC

Trays: Required for any remaining pieces placed in mixed AADC trays; pieces grouped by AADC; only one less-than-full tray permitted.

Labels: For Line 1, use "MXD" followed by city/state/ZIP Code of origin facility in L002, Column C.

Rate: Presorted



Packaging not permitted in full trays. Packaging required in mailings consisting entirely of card-size pieces and for pieces placed in less-than-full 3-digit and mixed AADC trays.